



Financial Transactions (B)

Savage Sisters Recovery Inc Record of Payments Policy:

1. Residents must sign a document titled "*Financial Transactions (B) Relinquishment Agreement*," acknowledging that residents are not allowed to relinquish payment - medical assistance benefits, cash assistance, Supplemental Security Income (SSI) and Supplement Nutrition Assistance Program (SNAP) benefits.
2. Payments made in Cash or via Paycheck by residents to House Managers or Staff members must be recorded in the section titled "*Rent*," in the document "*Resident Payments*" with the amount, date and time received, and name of the person making the payment. Upon reception, a receipt must be provided with the name of the person who received the payment, the name of the person who made the payment, the amount of the payment, and the date and time the payment was made. Residents must then sign a document of acknowledgement via the "Resident Payments" Document.
3. Employees and House Managers are not permitted to become personally involved with a resident's financial affairs, including the borrowing or lending of money or SNAP benefits; buying or selling of property, or other financial transactions. Residents must sign the document "*Financial Transactions (B) Relinquishment Agreement*," acknowledging this.
4. Employees and House Managers are not permitted to directly or indirectly solicit or accept a commission, fee or anything of monetary or material value from residents, other related individuals, third-party entities or referral sources, beyond specified rent established in writing at the time of residency. Residents must sign the document "*Financial Transactions (B) Relinquishment Agreement*," acknowledging this.